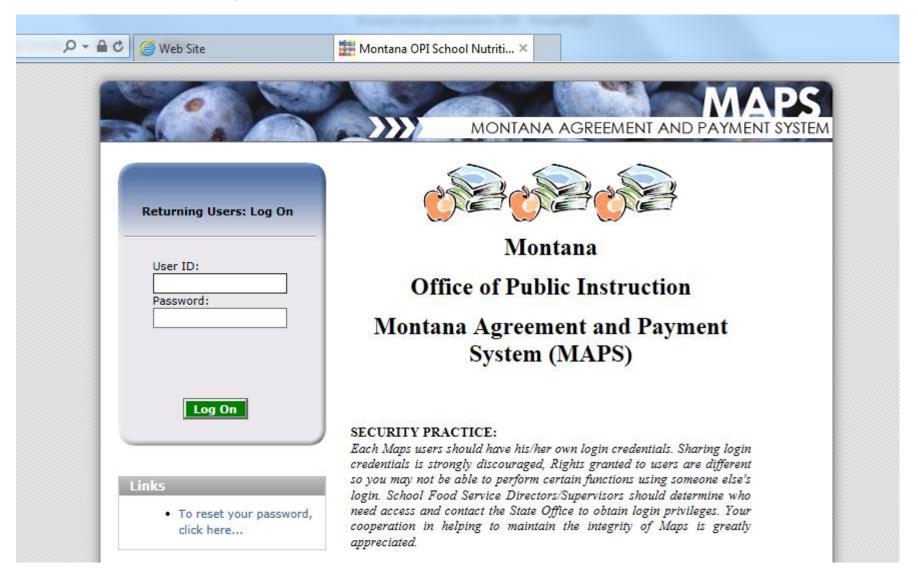
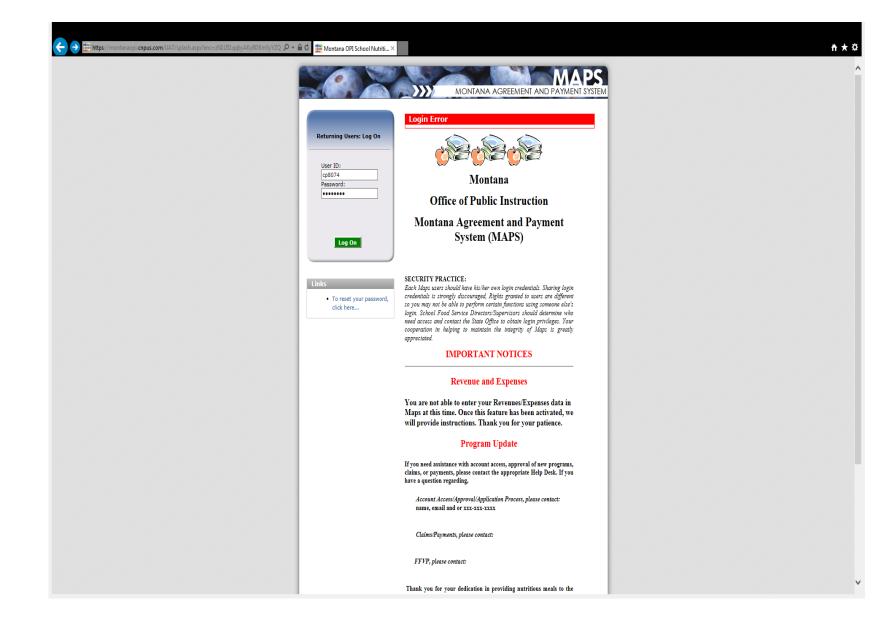


## USDA Foods Ordering Instructions for the Montana Agreement and Payment System (MAPS)



## Login Page

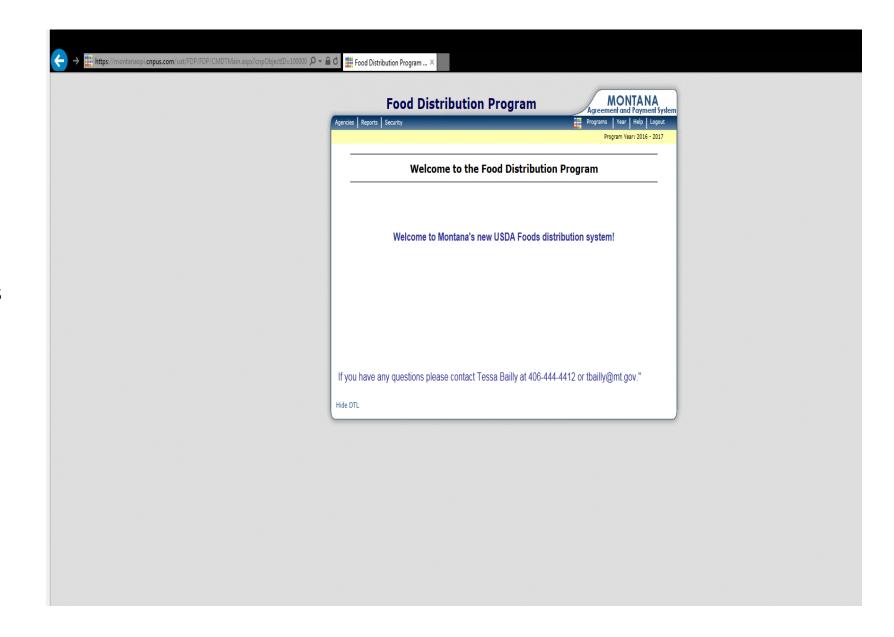
Please login using your individual information provided to you by the State Agency.



### Homepage

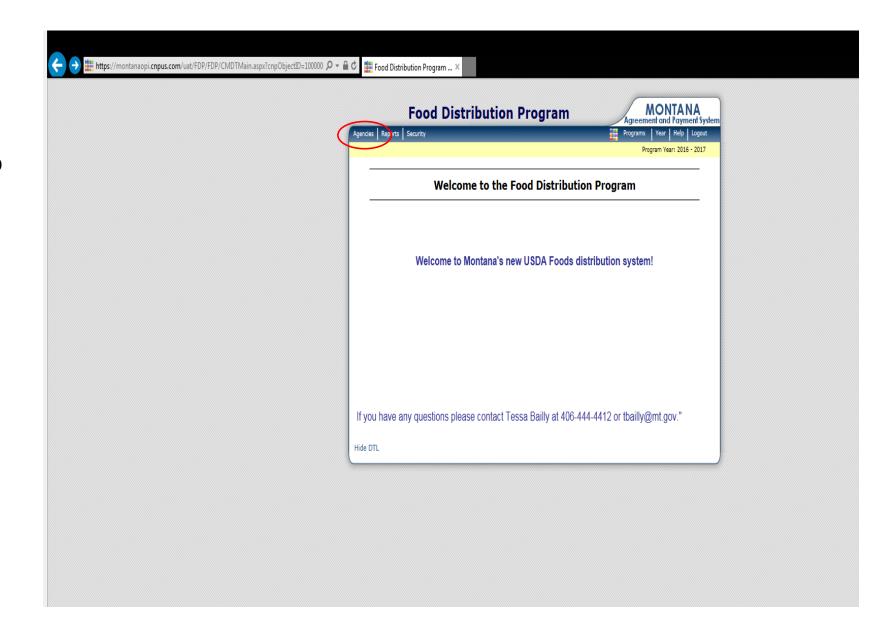
Welcome to the home page!

You will see different notifications regarding USDA Foods and/or shipments plus other School Nutrition information throughout the year.



## Let's Begin!

Click on "Agencies" in the top left corner.



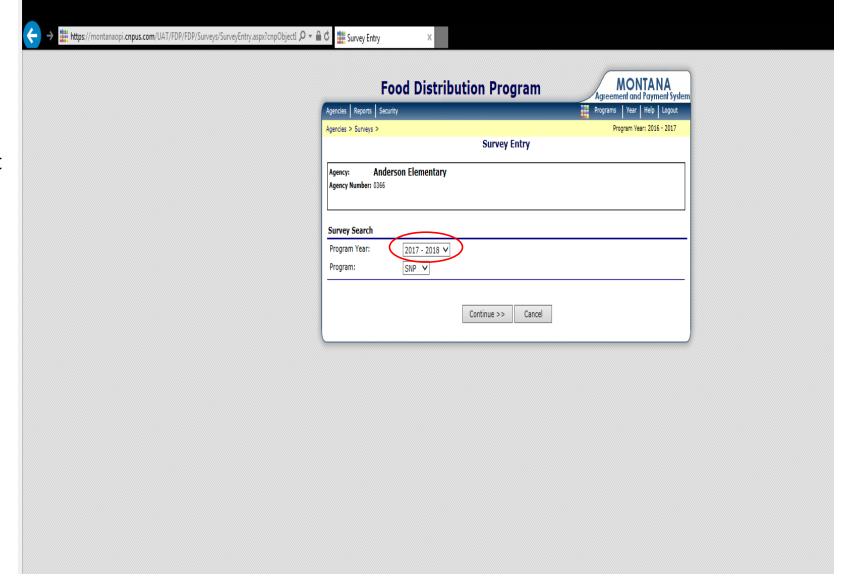
#### Click on "Surveys"

In this new system surveys are what were previously called "orders" for the whole school year.

The "Orders" selection will be used once the school year begins. The training for this will come closer to the start of the school year.

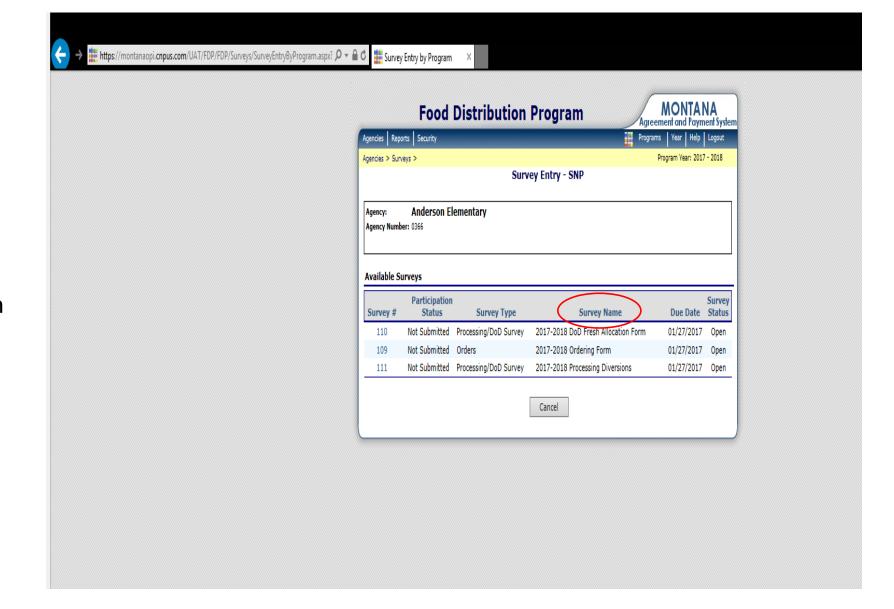


Make sure the "Program Year" says the program year you want to work in.



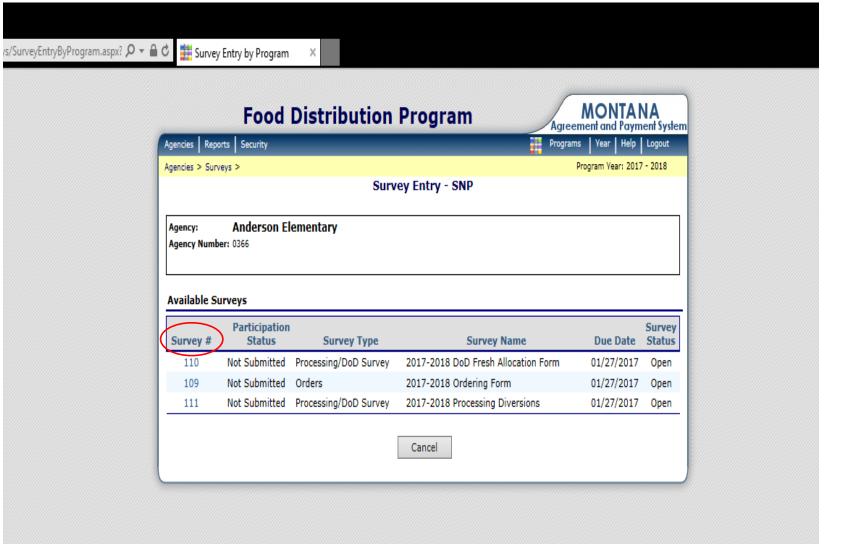
All surveys or "orders" for your agency will be displayed.

Please look at the <u>Survey</u>
<a href="Market">Name</a> to determine which form to fill out.

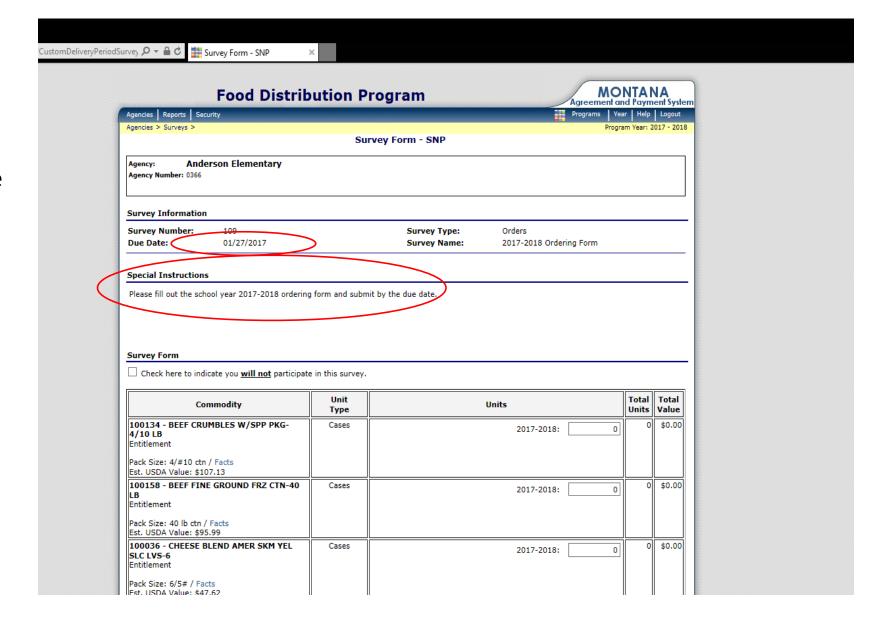


Click on the <u>Survey Number</u> for the corresponding survey you wish you open.

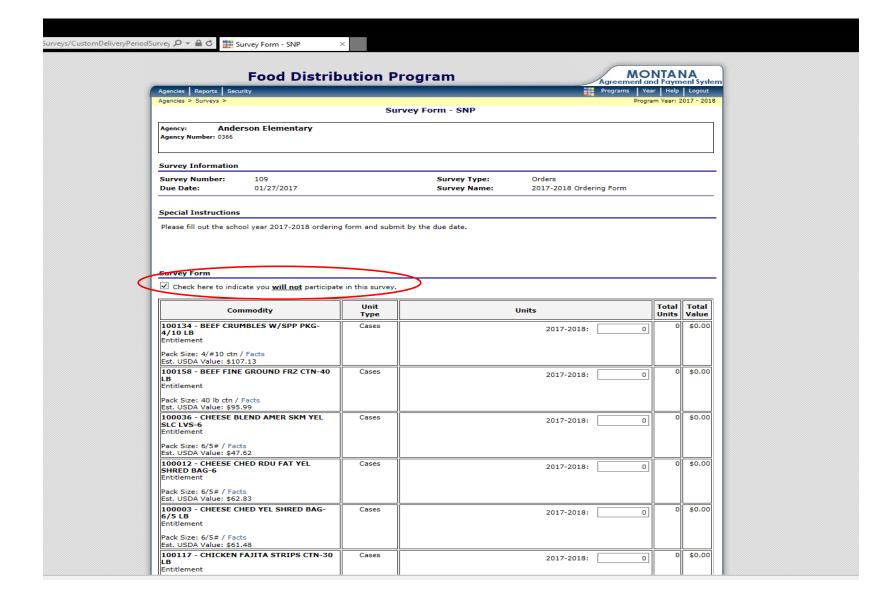
We will open "Survey 109" to access the Ordering Form.



Once open, you will see a due date and special instructions.

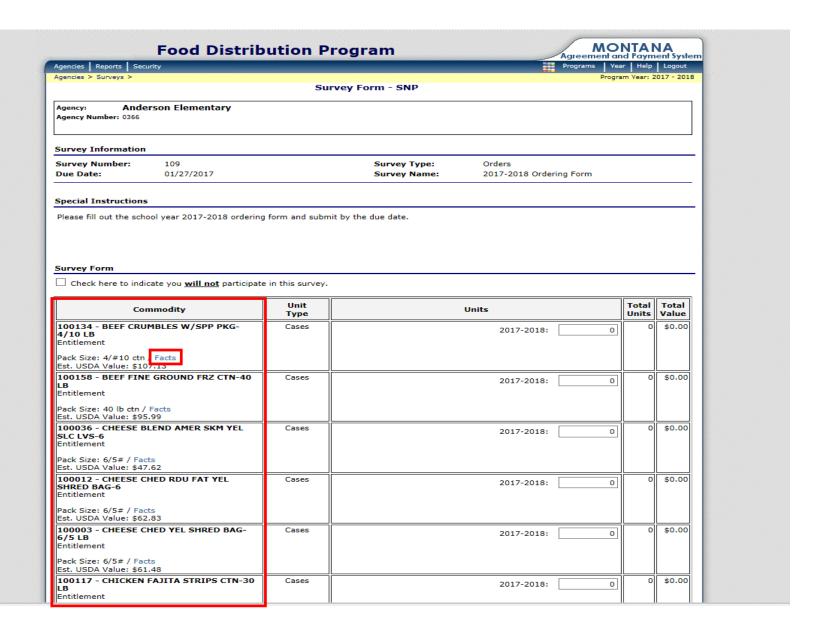


If your agency does not want to order for the next school year you will need to click the "Will not participate" box.



You will see all items available for the upcoming school year.

If you click on "Facts" next to an item and it will pull up the USDA Foods Fact Sheet for that item.



Please indicate how many cases of each item you would like to receive for the entire next school year.

#### MONTANA Agreement and Payment System **Food Distribution Program** Agencies Reports Security Programs | Year | Help | Logout Program Year: 2017 - 2018 Survey Form - SNP **Anderson Elementary** Agency: Agency Number: 0366 **Survey Information** Survey Number: 109 Survey Type: Orders Due Date: 01/27/2017 Survey Name: 2017-2018 Ordering Form Special Instructions Please fill out the school year 2017-2018 ordering form and submit by the due date. Survey Form Check here to indicate you will not participate in this survey. Total Total Unit Commodity Units Units Value Type 100134 - BEEF CRUMBLES W/SPP PKG-\$0.00 Cases 2017-2018: 4/10 LB Entitlement Pack Size: 4/#10 ctn / Facts Est. USDA Value: \$107.13 100158 - BEEF FINE GROUND FRZ CTN-40 \$0.00 2017-2018: Entitlement Pack Size: 40 lb ctn / Facts Est, USDA Value: \$95.99 100036 - CHEESE BLEND AMER SKM YEL Cases 0 \$0.00 2017-2018: 10 SLC LVS-6 Entitlement Pack Size: 6/5# / Facts Est. USDA Value: \$47.62 100012 - CHEESE CHED RDU FAT YEL 0 \$0.00 2017-2018: 10 SHRED BAG-6 Entitlement Pack Size: 6/5# / Facts Est. USDA Value: \$62.83 0 \$0.00 100003 - CHEESE CHED YEL SHRED BAG-Cases 2017-2018: 6/5 LB Entitlement Pack Size: 6/5# / Facts Est. USDA Value: \$61.48 100117 - CHICKEN FAJITA STRIPS CTN-30 0 \$0.00 Cases 2017-2018: 11 Entitlement

To see how much entitlement you have spent, click the "Calculate Entitlement" button at the bottom of the screen.

Pack Size: 6/#10 can / Facts Est. USDA Value: \$24.58				
100350 - PEAS GREEN FRZ CTN-30 LB Entitlement	Cases	2017-2018: 0	0	\$0.00
Pack Size: 30 lb ctn Est. USDA Value: \$19.30				
100173 - PORK ROAST LEG FRZ CTN-32-4 LB Entitlement	40 Cases	2017-2018: 0	0	\$0.00
Pack Size: 32-40 lb ctn / Facts Est. USDA Value: \$41.31				
100293 - RAISINS BOX-144/1.33 OZ Entitlement	Cases	2017-2018: 0	0	\$0.00
Pack Size: 144/1.33 oz box / Facts Est. USDA Value: \$16.05				
100256 - STRAWBERRY FRZ CUP-96/4.5 Entitlement	OZ Cases	2017-2018: 0	0	\$0.00
Pack Size: 96/4.5 oz cup / Facts Est. USDA Value: \$49.00				
100254 - STRAWBERRY SLICES FRZ CTN- LB Entitlement	-30 Cases	2017-2018: 0	0	\$0.00
Pack Size: 30 lb ctn / Facts Est. USDA Value: \$39.10				
100196 - TUNA CHUNK LIGHT POUCH-8/ OZ Entitlement	Cases	2017-2018: 0	0	\$0.00
Pack Size: 8/43 OZ Est. USDA Value: \$59.64				
100125 - TURKEY ROASTS FRZ CTN-32-4 LB Entitlement	R Cases	2017-2018: 0	0	\$0.00
Pack Size: 32-48 lb ctn / Facts Est. USDA Value: \$91.20				
		Totals	0	\$0.00
		Entitlement		
Entitlement:			\$8,	222.11
Estimated Entitlement Used:				\$0.00
Entitlement Remaining:			\$8,	222.11
	Calculate Entitleme	Continue >> Cancel		
			-	

Once you have completed your order, click "Continue" at the bottom of the screen.

Pack Size: 6/#10 can / Facts Est. USDA Value: \$24.58				
100350 - PEAS GREEN FRZ CTN-30 LB Entitlement	Cases	2017-2018: 0	0	\$0.00
Pack Size: 30 lb ctn Est. USDA Value: \$19.30				
100173 - PORK ROAST LEG FRZ CTN-32-40 LB Entitlement	Cases	2017-2018: 0	0	\$0.00
Pack Size: 32-40 lb ctn / Facts Est. USDA Value: \$41.31				
100293 - RAISINS BOX-144/1.33 OZ Entitlement	Cases	2017-2018: 0	0	\$0.00
Pack Size: 144/1.33 oz box / Facts Est. USDA Value: \$16.05				
100256 - STRAWBERRY FRZ CUP-96/4.5 OZ Entitlement	Cases	2017-2018: 0	0	\$0.00
Pack Size: 96/4.5 oz cup / Facts Est. USDA Value: \$49.00				
100254 - STRAWBERRY SLICES FRZ CTN- 30 LB Entitlement	Cases	2017-2018: 0	0	\$0.00
Pack Size: 30 lb ctn / Facts Est. USDA Value: \$39.10				
100196 - TUNA CHUNK LIGHT POUCH-8/43 OZ Entitlement	Cases	2017-2018: 0	0	\$0.00
Pack Size: 8/43 OZ Est. USDA Value: \$59.64				
100125 - TURKEY ROASTS FRZ CTN-32-48 LB Entitlement	Cases	2017-2018: 0	0	\$0.00
Pack Size: 32-48 lb ctn / Facts Est. USDA Value: \$91.20				

Totals 43 \$2,686.53

Entitlement							
Entitlement:	\$8,222.11						
Estimated Entitlement Used:	\$2,686.53						
Entitlement Remaining:	\$5,535.58						
	Calculate Entitlement   Continue >> Cancel						

Look over your order. If it looks correct click "Submit" at the bottom of the page.

Est. USDA Value: \$16.05				
100256 - STRAWBERRY FRZ CUP-96/4.5 OZ Entitlement Pack Size: 96/4.5 oz cup / Facts Est. USDA Value: \$49.00	Cases	2017-2018: 0	0	\$0.00
100254 - STRAWBERRY SLICES FRZ CTN- 30 LB Entitlement Pack Size: 30 lb ctn / Facts Est. USDA Value: \$39.10	Cases	2017-2018: 0	0	\$0.00
100196 - TUNA CHUNK LIGHT POUCH-8/43 OZ Entitlement Pack Size: 8/43 OZ Est. USDA Value: \$59.64	Cases	2017-2018: 0	0	\$0.00
100125 - TURKEY ROASTS FRZ CTN-32-48 LB Entitlement Pack Size: 32-48 lb ctn / Facts Est. USDA Value: \$91.20	Cases	2017-2018: 0	0	\$0.00

#### Totals 43 \$2,686.53

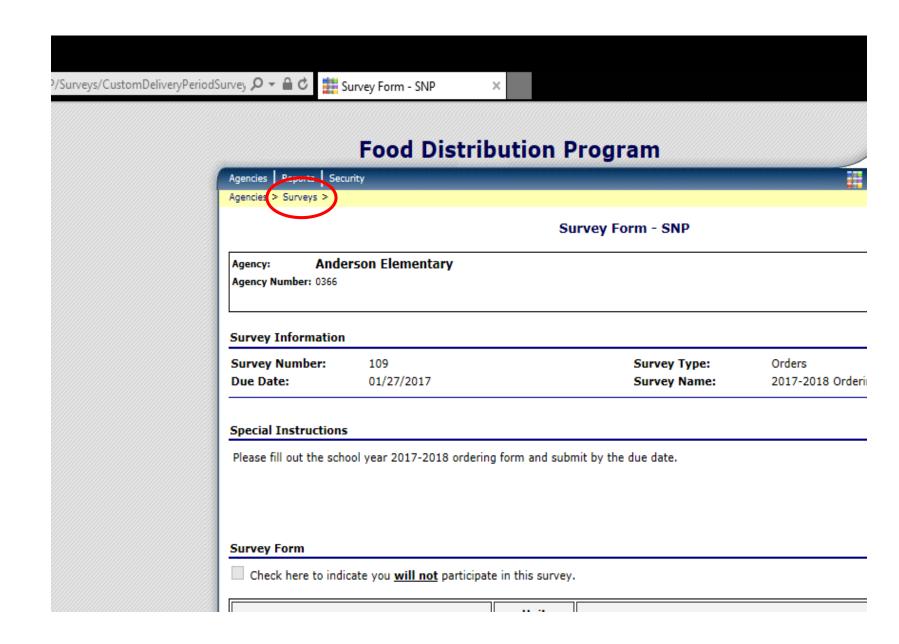
Entitlement						
Entitlement:	\$8,222.11					
Estimated Entitlement Used:	\$2,686.53					
Entitlement Remaining:	\$5,535.58					

< Back Submit Survey

# Next open the survey "DoD Fresh Allocation Form."

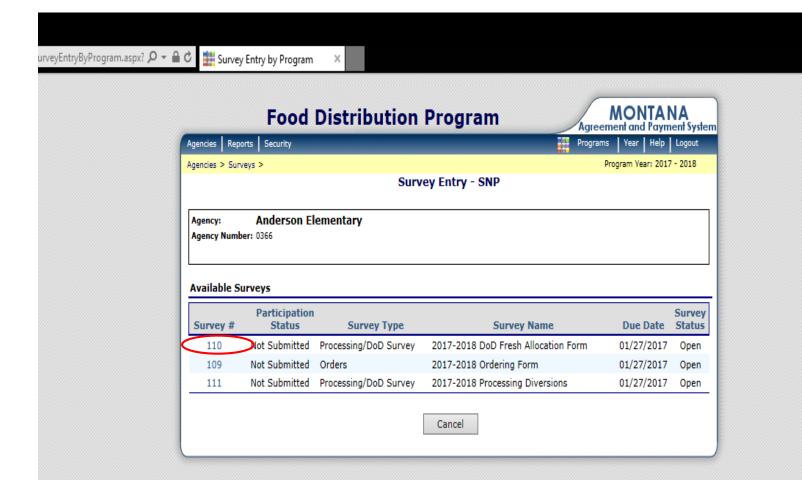
Scroll to the top of the page and click the "Survey" button in the top left corner.

Then click "Continue" through the next page.

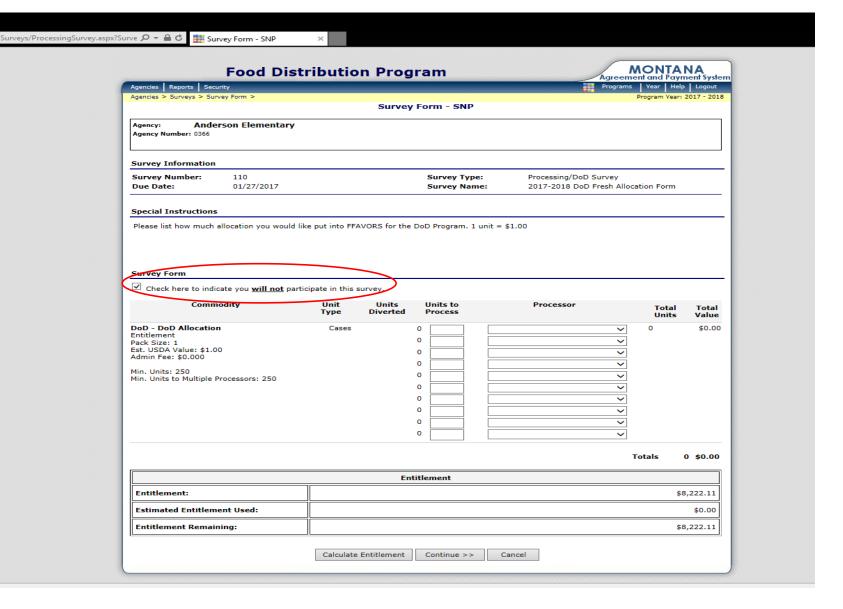


Then click on the survey named "DoD Fresh Allocation Form."

Remember to click on the "Survey #" to open the survey.

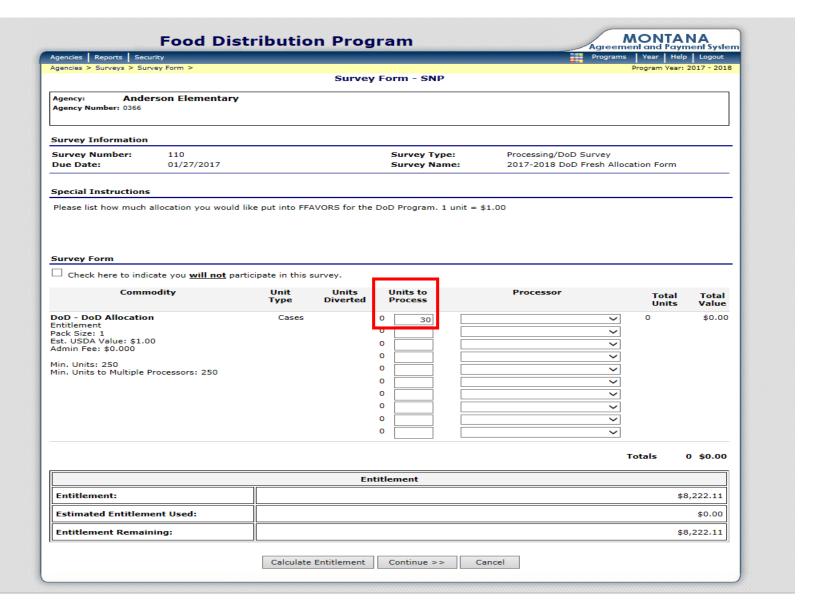


If you do not want any entitlement allocated to DoD (FFAVORS), click the "will not participate" box.

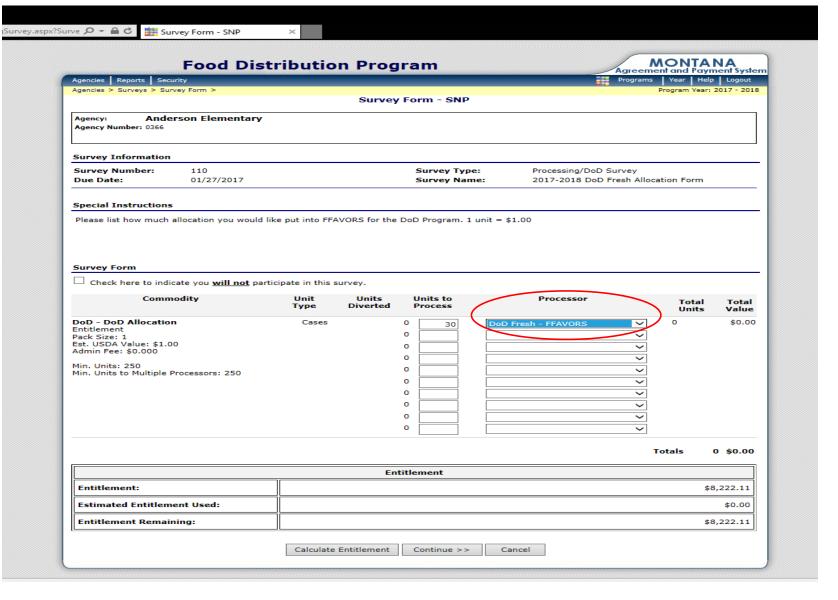


To enter the amount of entitlement you want to go to DoD (FFAVORS), enter the amount in the first "Units to Process" box.

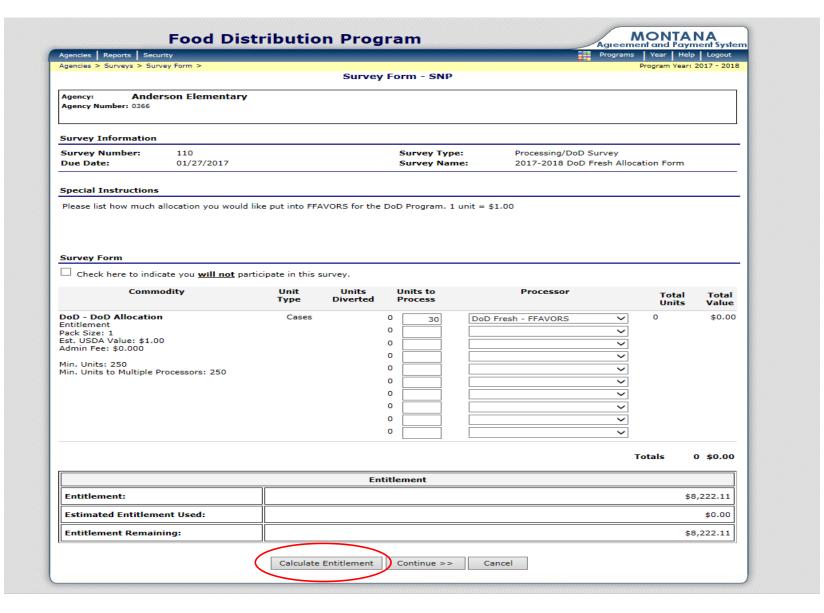
1 unit = \$1.00.



Click on the "Processor" box and select "DoD Fresh-FFAVORS" from the drop down menu.



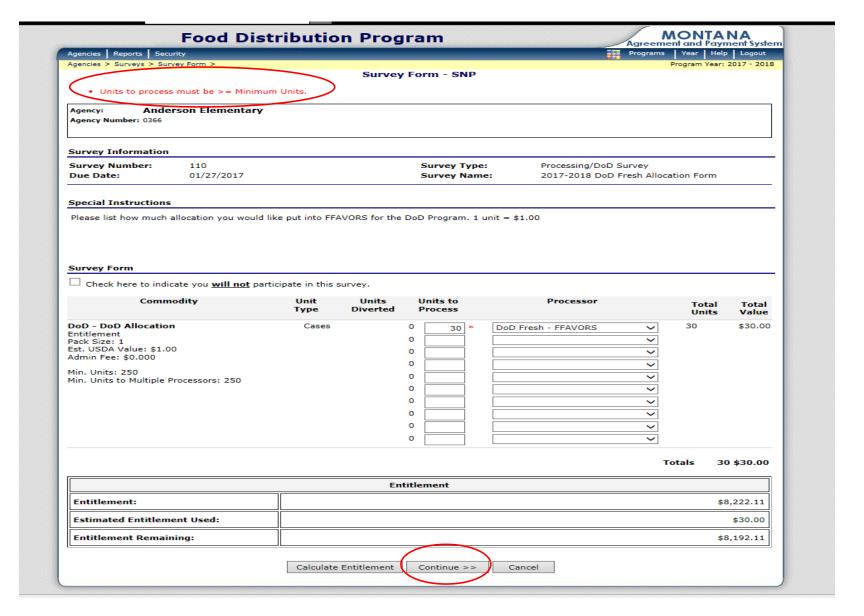
Click on "Calculate Entitlement" at the bottom of the screen to show the DoD total value. It will be deducted from the total entitlement.



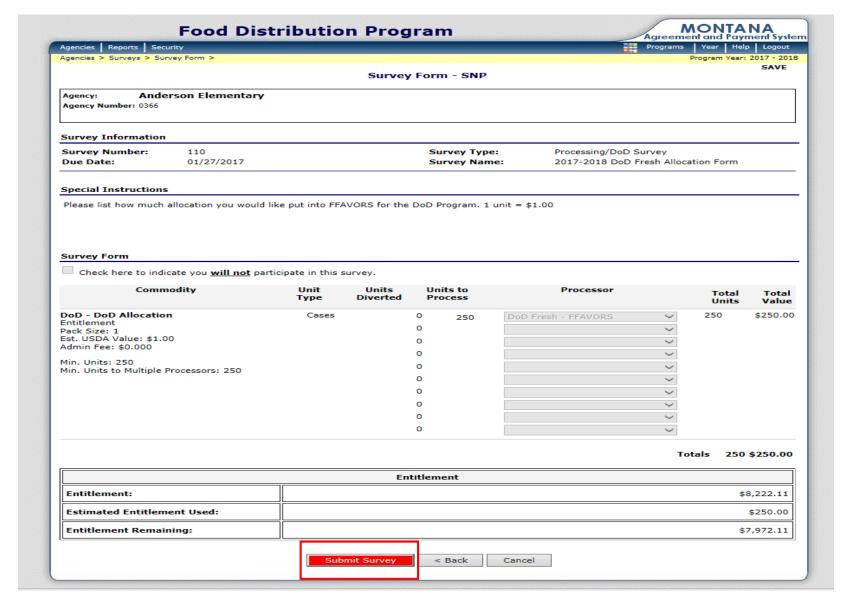
The system will flag you if you do not enter a minimum of \$250. Sysco is the distributor for DoD in Montana and Sysco's order minimum is \$250.

Your agency will need to enter a minimum of \$250 for your DoD order to be accepted.

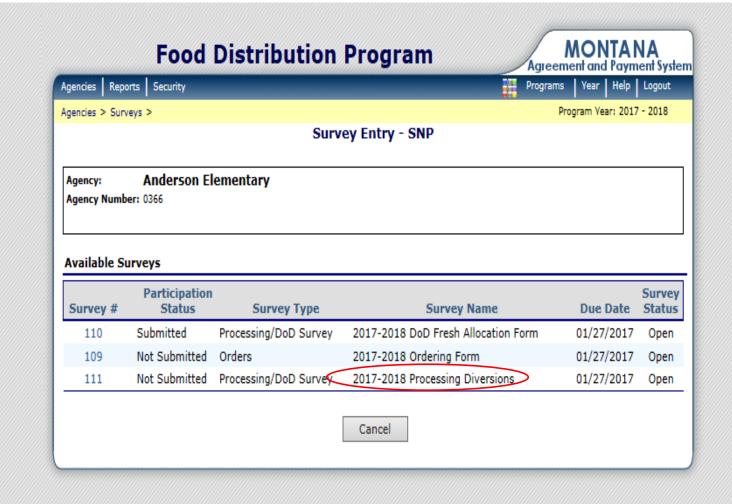
Once completed, click "Continue" at the bottom of the screen.



Please review and click "Submit" if it look correct.



The Processing Diversions survey is only for school that have signed up to be apart of the Montana Schools Commodity Processing Cooperative.

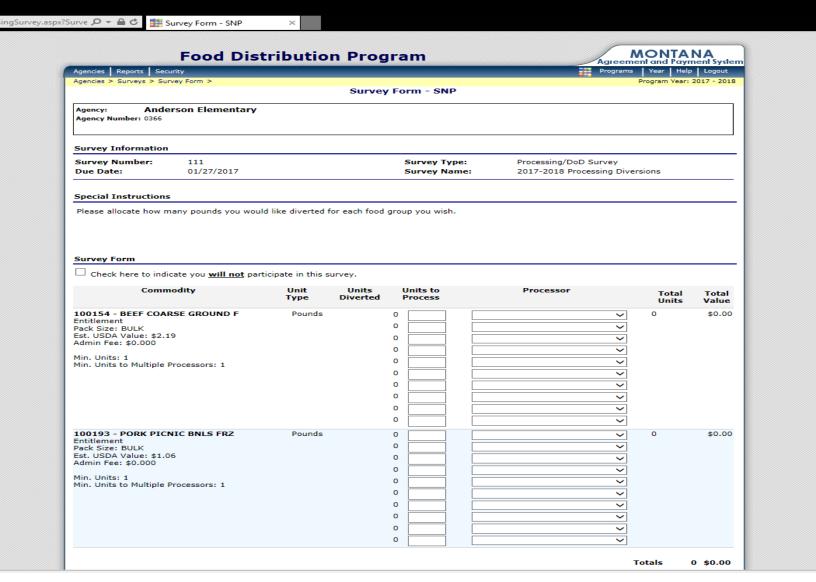


This is where you will allocate the number of pounds you want to go for further processing.

Click on the "Survey Number" corresponding to the survey.

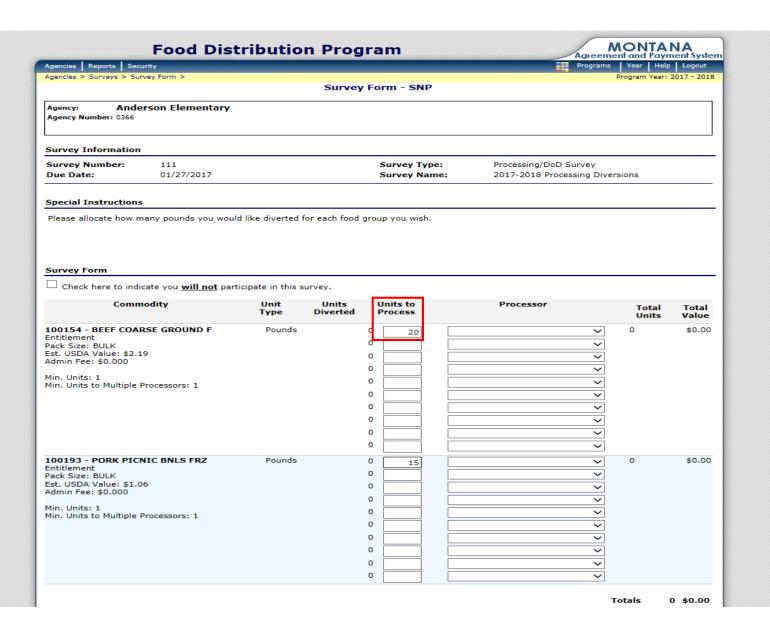


Enter the number of pounds you want to be diverted for each food category.



Enter the number of pounds in the first "Units to Process" box.

1 unit = 1 pound



Click on the "Processor" box to choose the processor from the pull down menu.

Note: These processors are currently approved to process in our state and with the co-op. They are subject to change each year.

Survey Number: Due Date:	111 01/27/2017			Survey Type Survey Nam		g/DoD Survey 8 Processing Diver	sions	
Special Instructions Please allocate how ma  Burvey Form  Check here to indicate to common	ate you <u>will not</u> part			roup you wish.  Units to Process	Process	sor	Total	Total
L00154 - BEEF COAR: intitlement Pack Size: BULK est. USDA Value: \$2.19 Idmin Fee: \$0.000 In. Units: 1 Idm. Units to Multiple Pr	rocessors: 1	Pounds		0 20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ITM Provisions	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	<b>Units</b> 0	\$0.00 \$0.00
Entitlement Pack Size: BULK Pack Size: BULK Pack Size: BULK Pack Size: Solution Pack S						> > > > > > > > > > > > > > > > > > > >		
			Ent	tlement		т	otals 0	\$0.00
Entitlement:			2110				\$8,	,222.11
Estimated Entitleme	ent Used:						\$	250.00
								,972.11

Click the "Calculate Entitlement" at the bottom of the screen.

Survey Number: Due Date:	111 01/27/2017			Survey Typ Survey Na		-	
Special Instructions Please allocate how ma	ny pounds you would	d like diverted f	or each food	group you wish.			
Check here to indica	te you <u>will not</u> part	icipate in this s	ırvey.				
Commo	dity	Unit Type	Units Diverted	Units to Process	Processor	Tota Unit	
100154 - BEEF COARS intitlement lack Size: BULK st. USDA Value: \$2.19 dmin Fee: \$0.000  din. Units: 1 din. Units to Multiple Pro 100193 - PORK PICNI Entitlement lack Size: BULK st. USDA Value: \$1.06 dmin Fee: \$0.000  din. Units: 1 din. Units: 1 din. Units: 1 din. Units to Multiple Pro	ocessors: 1	Pounds		0	JTM Provisions		\$0.00
						Totals	0 \$0.00
		1	En	itlement			
Entitlement:  Estimated Entitlement							\$250.00
Entitlement Remaini	ng:						\$7,972.11

Click "Continue" and "Submit."

Survey Type: Processing/DoD Survey Survey Number: Due Date: 01/27/2017 Survey Name: 2017-2018 Processing Diversions Special Instructions Please allocate how many pounds you would like diverted for each food group you wish. Survey Form Check here to indicate you will not participate in this survey. Commodity Unit Units Units to Processor Total Total Type Diverted Process Units Value 100154 - BEEF COARSE GROUND F \$0.00 Pounds 0 Entitlement Pack Size: BULK Est. USDA Value: \$2.19 Admin Fee: \$0.000 Min. Units: 1 Min. Units to Multiple Processors: 1 100193 - PORK PICNIC BNLS FRZ Pounds \$15.90 ~ Entitlement Pack Size: BULK Est. USDA Value: \$1.06 Admin Fee: \$0.000 Min. Units: 1 Min. Units to Multiple Processors: 1 0 Totals 15 \$15.90

Entitlement							
Entitlement:	\$8,222.11						
Estimated Entitlement Used:	\$265.90						
Entitlement Remaining:	\$7,956.21						
	Submit Survey < Back   Cancel						

You now know how to complete your annual order. You may be instructed to go back in and adjust your order if the State Agency is not able to get in all items requested.

Please remember to log out after you are finished in the system.

If you have questions, please contact the Food Distribution office at 406-444-4412.